



INDIANA CHARTER SCHOOL BOARD

INDIANA CHARTER SCHOOL BOARD ELECTRONIC PARTICIPATION POLICY

Adopted November 15, 2012

Readopted June 16, 2014

Readopted June 25, 2015

The following policy ("Policy") has been established by the Indiana Charter School Board ("ICSB") regarding electronic participation of Indiana Charter School Board Members ("ICSB Members") in ICSB meetings for Calendar Year 2015 and 2016. The ICSB is authorized to develop this policy through IC 5-14-1.5-3, IC 5-14-1.5-3.6.

I. Policy Considerations

The purpose of this Policy is to allow the ICSB to avail itself of legislation recently passed by the Indiana General Assembly that allows governing bodies of state agencies to participate in meetings electronically.

Pursuant to IC 20-24-2.1 et seq., the authorizing statute for ICSB, ICSB Members must be appointed by state and local office holders, which results in significant geographic diversity among ICSB Members. Additionally, ICSB Members are leaders in the state, as well as in their local communities. In light of time constraints imposed by geography and other professional commitments, this Policy allows ICSB Members greater flexibility to attend and participate in ICSB meetings electronically.

II. Policy Provisions

In-Person Meeting Requirements

1. Each ICSB Member must physically attend at least two (2) ICSB meetings per year. The two meetings at which ICSB Members must be physically present are:
 - a. Spring meeting to vote on charter school applications; and
 - b. Fall meeting to vote on charter school applications.

The Spring and Fall meetings that require all ICSB Members to participate in person shall be scheduled by the ICSB Executive Director ("Executive Director") at least thirty (30) days in advance so that ICSB Members are available to attend.

At his or her discretion, the ICSB Chair may require physical attendance for all ICSB Members at other ICSB meetings, if the meeting topic(s) warrants in-person interactions.

Electronic Participation Requirements

2. At least three (3) ICSB Members must be physically present at the designated meeting site on the date of the scheduled meeting.
3. The ICSB Chair and Executive Director are responsible for supervising and coordinating all electronic participation by ICSB Members. An ICSB Member who intends to participate in an ICSB meeting electronically must notify the ICSB Chair and Executive Director no later than three (3) days in advance of the meeting.

All requests to participate electronically must be submitted via email to the ICSB Chair with a copy to the Executive Director. All requests must be approved by the ICSB Chair before the requesting ICSB Member can participate in a meeting electronically.

4. An ICSB Member participating via electronic means can do so by telephone, computer, video conferencing, or any other method of communication that allows for simultaneous communication and is capable of being recorded by members of the public.
5. An ICSB Member appropriately participating via electronic means is considered present, is counted for quorum purposes, and may vote at the meeting.
6. An ICSB Member participating electronically is not required to do so in a setting that is open to the public.
7. Where at least one (1) ICSB Member is participating via electronic means, all votes must be taken by roll call.
8. In any meeting where an ICSB Member participates in an ICSB meeting electronically and casts his/her vote, the ICSB Member must provide written confirmation of the vote to the ICSB Chair and Executive Director no later than seven (7) calendar days after the ICSB meeting where the vote was cast.

Per IC 5-14-1.5-3.6, this Policy will be posted on the ICSB website.

This Policy will terminate on December 31, 2016.